

Action - O/Personnel by 10 September

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Our Deadline date to OMB  
is 15 September yearly

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

July 30, 1973

Bulletin No. 74-1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Resources for executive development in fiscal year 1975

1. Purpose. This Bulletin provides instructions for the submission of information concerning the resources for executive development provided for in the departments' and agencies' fiscal year 1975 budget submissions.

2. Background. In accordance with the responsibilities given the Office of Management and Budget under Reorganization Plan No. 2 of 1970, a joint effort to ensure improved systems within the departments and agencies for the selection, counseling, development, and utilization of career executives has been undertaken by OMB and the Civil Service Commission. Guidance for this effort was provided in Federal Personnel Manual Letter 412-1. Progress by most agencies, in relation to these guidelines, has fallen short of expectations.

3. Reporting Requirements. Each department and agency is requested to submit to the Office of Management and Budget two copies of a report in the attached format showing the resources contained in the fiscal year 1975 budget request which are intended to finance its executive development efforts. This will permit a review of executive development in relation to other budget priorities. Reports should be submitted by September 15, 1973, to the attention of the Executive Development and Labor Relations Division. Inquiries and requests for assistance should be directed to that division, 395-6916.

ROY L. ASH  
DIRECTOR

Attachment

Attachment  
Bulletin No. 74-1

### INSTRUCTIONS

A report will be submitted in the format of the attached exhibit and in accordance with the following instructions:

#### Column I--Incumbents In Grade

Indicate the total number of full-time, permanent incumbents in the grades specified as projected for July 1, 1974.

#### Column II--Managers for Special Development

Indicate the total number of managers for GS-13, 14, and 15's that fall into the following categories:

- those assigned to their first managerial position during the previous year
- those reassigned from one managerial position to another in the previous year
- the additional number of high potential employees whose development is necessary to meet agency executive manpower needs in GS-13 - 15 categories.

#### Column III--Short-Term Management Training

Indicate the estimated number of participants, man days and obligations for short-term (less than 120 days) management training in either a government or non-government facility. Management training is viewed as formal training in management related subjects, i.e., management systems, administrative organization, manpower planning (as opposed to those subjects more closely related to a technical or occupational specialty). The estimated obligations are all funds to be directly used for training such as tuition, fees, travel, and per diem. This will not include salaries and fringe benefits of trainees.

#### Column IV--Long-Term Management Training

Indicate the estimated number of participants, man-months and obligations for management training (defined above) requiring attendance for 120 days or more in either a government or non-government facility. The estimated obligations should refer to all funds used directly for training as described above.

Column V--Within Agency Developmental Assignment

Indicate the estimated number of participants, man-weeks and if appropriate, obligations for within agency developmental assignments. A developmental assignment is defined here as any reassignment or detail or other temporary assignment in which the development of the individual is a predominant consideration, and which takes place within the agency (as defined in Circular A-11, Section 11.2). In the case of reassignments the first six months may be considered developmental; the total period of details and temporary assignments should be counted. Estimated obligations considered appropriate to report would be funds directly related to developmental assignment such as relocation, travel, per diem, etc.

Column VI--Out-of-Agency Mobility Assignment

Indicate the estimated number of participants, man-weeks and if appropriate, obligations for out-of-agency developmental assignments (defined above). An out-of-agency developmental assignment is when the temporary assignment is outside the individual's own department; e.g., another Federal agency, a State or local government, an international agency, or outside government, such as a business concern. An assignment as part of an interchange or Fellows Program would be considered as out-of-agency mobility assignment. Estimated obligations considered appropriate to report would be the same as previously mentioned in "V".

Exhibit  
Bulletin No. 74-1

EXECUTIVE DEVELOPMENT  
Fiscal Year 1975

| I                      | II  | III                               |             |             | IV                               |               |             | V   |              |             | VI  |              |             |
|------------------------|---|-----------------------------------|-------------|-------------|----------------------------------|---------------|-------------|---|--------------|-------------|---|--------------|-------------|
| Incumbents<br>In Grade | GS 13-15 Managers<br>for special<br>development | Management Training<br>Short Term |             |             | Management Training<br>Long Term |               |             | Developmental Assignment<br>Within Agency |              |             | Developmental Assignment<br>Out of Agency |              |             |
|                        |   | Number                            | Man<br>Days | Obligations | Number                           | Man<br>Months | Obligations | Number                                    | Man<br>Weeks | Obligations | Number                                    | Man<br>Weeks | Obligations |
| GS 13 _____            | _____   |                                   |             |             |                                  |               |             |   |              |             |   |              |             |
| GS 14 _____            | _____   |                                   |             |             |                                  |               |             |   |              |             |   |              |             |
| GS 15 _____            | _____   |                                   |             |             |                                  |               |             |   |              |             |   |              |             |
| GS 16 _____            | X X   |                                   |             |             |                                  |               |             |   |              |             |   |              |             |
| GS 17 _____            | X X   |                                   |             |             |                                  |               |             |   |              |             |   |              |             |
| GS 18 _____            | X X   |                                   |             |             |                                  |               |             |   |              |             |   |              |             |

2/2/72

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STAT

Per  BMS/PPB, this is not relevant  
to PPB. No copies sent to any other offices.

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**EXECUTIVE OFFICE OF THE PRESIDENT**

**OFFICE OF MANAGEMENT AND BUDGET**

**WASHINGTON, D.C. 20503**

**BULLETIN NO. 73-4**

**January 26, 1973**

**TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS**

**SUBJECT: Increased pay costs for fiscal year 1973**

1. Purpose. This Bulletin provides instructions for submission of an analysis of increased pay costs for fiscal year 1973, as well as other related information. The material submitted will be the basis for a report to the Congress on these costs and their financing.

2. Coverage. These instructions apply only to the fiscal year 1973 costs of:

a. Civilian personnel pay raises effective in January 1973 under Executive Order 11691, issued pursuant to P.L. 91-656, and comparable raises granted by administrative action.

b. Military personnel pay raises effective in January 1973, under Executive Order 11692, issued pursuant to P.L. 90-207.

c. Pay raises granted to certain employees of the Executive Protective Service and the United States Park Police pursuant to P.L. 92-410, and the Panama Canal Zone Government administratively authorized under P.L. 207, 82nd Congress.

d. Actual wage board pay raises effective in fiscal year 1973 and granted under 5 USC 5341, together with additional raises estimated to be granted under the same authority through June 30, 1973.

These instructions do not apply to the increased pay costs related to Executive Orders 11637 and 11638, i.e., the January 1972 comparability pay raises.

3. Policy. The following policies will apply:

a. Basis for the estimates. The amount of the 1973 pay increase costs specified above will be computed on the basis of approved program levels for 1973 as shown in the 1974 Budget.

b. Absorption. Agencies will absorb the full 1973 costs of the listed pay raises with the exception of those supplementals already transmitted with the 1974 Budget. This requirement means that no additional supplemental appropriation requests will be forwarded and the applicable outlays for each agency will be covered within the estimate of the agency's total 1973 outlays shown in the 1974 Budget.

Savings resulting from the freeze on Federal civilian employment and the freeze on promotions for civilian employees and uniformed personnel, as well as other savings, should be used to absorb these costs and outlays. For this purpose, transfers may be proposed under the guidelines set forth under paragraph 4, below.

Exceptions to this absorption policy are being made only for those agencies that are receiving word to this effect in correspondence from the Office of Management and Budget (OMB) pertaining to their budget allowances for 1973 and 1974. In general, exceptions are being allowed only for (1) relatively small agencies with little financing flexibility and (2) agencies for which the 1973 pay raise needs and the corresponding cost offsets were specifically considered and taken into account in the President's 1974 budget formulation process.

4. Transfer authority. Maximum advantage should be taken on an agency-wide basis to utilize already existing transfer authority for the purpose of providing funds needed for the increased pay costs in fiscal year 1973. In addition, the 1974 Budget is requesting enactment by the Congress of legislation which would provide general authority for agency heads to (1) make administrative transfers of unobligated balances and (2) increase limitations on personal services, to help provide further for the increased 1973 pay costs. The proposed language is shown on page 1074 of the 1974 Budget Appendix. Agencies should propose such transfers under the following guidelines:

a. Transfers should be proposed from accounts where savings have been made through 1973 workload, personnel and cost reductions. Within this context, transfers may be made from multiple-year and no-year accounts as well as from annual accounts.

b. Transfers under the proposed general authority outlined above will be limited to transfers among accounts within the agency.



c. Preference should be given to transfers from appropriations for operating expenses ahead of transfers from appropriations for other purposes.

d. No consideration will be given to transfers from accounts for which supplemental estimates are being requested or contemplated.

e. Transfers between trust and Federal fund accounts for purposes of these costs should not be proposed.

5. Preparation of required analysis. Each agency is required to prepare and submit by February 16, 1973, an analysis of 1973 increased pay costs. The analysis will be prepared in the format of Exhibit 1 and in accordance with the instructions in the attachment to this Bulletin.

6. Listing of proposed transfers and increases in limitations. Within 10 calendar days subsequent to the enactment of the proposed general transfer provision, agencies will submit to OMB a listing (an original and two copies) of the transfers and increases in limitations proposed under this provision. The listing will be in the format of Exhibit 2. The first part of the listing will indicate the amounts proposed for transfer, and the account titles and account codes used by Treasury for each account affected by the proposed transfers. The second part will indicate the accounts for which increases in limitations are required, and the amounts involved.

Any variation from the transfers and increases in limitations proposed in the previously submitted Analysis of 1973 Increased Pay Costs should be noted and fully explained. OMB will use this listing to notify the affected agency and Treasury of its approval of transfers and increases in limitations.

7. Apportionment and reapportionment requests for fiscal year 1973. Agency requests for reapportionment should be submitted (as necessary) to reflect the increased pay costs, in accordance with Part IV of OMB Circular No. A-34. Apportionments on a basis which would indicate the need for additional congressional action (i.e., where later use of the proposed general transfer authority is anticipated and where exceptions to the absorption policy under paragraph 3b are applicable) will be accompanied by three copies of the agency head's statement of necessity, as required by 31 U.S.C. 665(e)(1). (The authority for "deficiency" apportionments

for pay for fiscal year 1973 is contained in Section 107 of Public Law 92-334.) When a group of such requests is transmitted at one time, a single certification may be used for all requests.

Within 10 calendar days subsequent to the enactment of the proposed general transfer provision, agency requests for reapportionment should be submitted, as necessary, to reflect proposed transfers unless the amount of such transfers is less than the amount specified in section 43.3(c) of OMB Circular No. A-34 (i.e., transfers of less than \$50,000 or 10% of the amount originally available in the account--whichever is greater--in either account affected, do not require a reapportionment request and will be added to or subtracted from the apportionment for the last time period).

8. 1974 costs of January 1973 pay raises. It is not planned at this time to transmit amendments to the 1974 Budget to cover the increased 1974 costs resulting from these pay raises. This matter will be reviewed and appraised at a later date and further instructions will be issued to meet the then current conditions.

CASPAR W. WEINBERGER  
DIRECTOR

Attachment

Attachment  
Bulletin No. 73-4

### ANALYSIS OF 1973 INCREASED PAY COSTS

Each agency is required to submit an analysis of the 1973 increased pay costs resulting from the items specified in paragraph 2 of this Bulletin. This analysis will be in the form illustrated by Exhibit 1, and will be accompanied by a narrative explanation indicating how the amounts were derived, and other supportive material, as described below. Agency submission of the required analysis will be made by February 16, 1973, in an original and two copies.

General authority is being sought (see paragraph 4 of this Bulletin) to allow agency heads to make transfers among the accounts within the agency and to increase administratively limitations to absorb these increased pay costs. For purposes of this analysis, agencies should assume that this request will be enacted. Because the proposed language would require OMB approval, information regarding proposed transfers and increases in limitations must be shown on the analysis. (A listing of proposed transfers is also to be prepared later. See paragraph 6 of this Bulletin.) Note that proposed transfers permitted under usual agency procedures (such as a statutory provision authorizing a particular agency to transfer amounts within a given percentage of the total appropriation), will be reported in column 5, while those transfers which would be authorized only upon enactment of the proposed general authority language will be reported in column 6.

For purposes of this analysis, allocation accounts (transfer appropriation accounts) will be reported with the parent account rather than with the receiving agency. It is therefore necessary that each agency receiving an allocation furnish to the agency responsible for the parent account the data necessary to prepare the analysis, including justifications, at an early date. Unless otherwise arranged between the agencies concerned, the information should be furnished to the parent agency by February 9, 1972. Allocation accounts will be considered a source of transfer only to the parent agency.

In the case of advances and reimbursements paid into revolving and management funds (including consolidated working funds) and into appropriation accounts, the receiving agency will include the associated increased pay costs as a part of its absorption, without the necessity of separate identification

or of clearance with the paying agency. The agency making the advance or reimbursement will normally consider such amounts as a part of its ordinary expenses and will not need to identify these increased pay costs, unless transfers requiring OMB approval are needed to cover part of the increased pay costs, or congressional action is necessary to provide an additional appropriation. In such cases, the portion of the increased pay costs attributable to advances and reimbursements must be ascertained and justified.

The analyses will be prepared on 8" x 13" paper, as described below. In cases where allocation accounts are involved or where there is more than one type of pay increase involved, the amounts applicable to each will be separately identified in columns 2 through 8 (see paragraph 3 of this Bulletin concerning the absorption policy). An agency total will be included, to show the increased costs attributable to all pay raises. Below that total, memorandum entries (enclosed in parentheses) will show the total amounts attributable to each type of pay raise involved.

Column 1. List under each bureau or organizational unit to which separate appropriations or funds are available, the title of each appropriation or fund account (other than allocations from other agencies) out of which any increased pay costs are paid directly. These will include revolving and management funds (including consolidated working funds) and trust funds. Account titles will be listed in the order in which they appear in the budget. At least one line should be left between account titles. Allocations to other agencies will be indented under the appropriation account title.

Increased pay costs attributable to Executive Order 11691 will be entered without further identification. Those provided by other authority or by administrative action will be identified in the stub column under each of the above stub entries where appropriate (or in the heading of the analysis when Executive Order 11691 is not applicable). In the case of increased costs for wage board, or other pay raises listed in paragraph 2d of this Bulletin, indicate with an asterisk next to the stub entry those items for which a 1973 pay supplemental was included in the 1974 Budget.

Column 2. Report the direct cost of pay raises for employees paid from the account being reported, whether or not the costs are reimbursable. Agencies should be careful to include any additional payments to employees required by Executive Order 11691 normally associated with object class 11, such as overtime, Sunday premium pay, etc. If the

increased pay cost is disproportionately high in relation to the base for any account, the components and method of calculation should be fully set forth in the narrative explanation. Do not report in this column advances or reimbursements to other appropriations or funds for work or services (to the extent they cannot be absorbed through currently authorized agency administrative action, they are to be reported in column 4).

Column 3. For each listed account, report the added costs which are not direct, but are related to the pay raise, whether or not the costs are reimbursable. For this purpose, the related costs include such items as Government retirement contributions, employer FICA taxes, Government contributions on employee life insurance premiums, and other payments which are based on employees' salaries.

Do not report advances or reimbursements to other appropriations or funds for work or services (to the extent they cannot be absorbed by currently authorized agency administrative action, they are to be reported in column 4).

Column 4. Report the portion of the increased pay costs to be paid as advances and reimbursements to other appropriations or funds which cannot be absorbed through administrative action. In most cases this column should be blank, since payments to other accounts will be considered for absorption ahead of the increased pay cost of the account itself.

Column 5. Report for each account the portion of the increases shown in columns 2 and 3 which can be absorbed through agency administrative action which is currently authorized. This will include absorption through transfers from other accounts which can be made under existing authority, and amounts to be covered by reimbursements from other accounts. (Note: Funds available for absorption purposes under existing authority will be applied to column 4, before column 5. If any amount is shown in column 4, column 5 will be blank.)

Column 6. Report the portion of the increased costs in columns 2, 3, and 4 which can be absorbed if Congress enacts the Administration's request for general transfer authority and authority to increase limitations. Indicate the type of requirement by the following symbols:

- (T) Transfer (see paragraph 4 of this Bulletin for restrictions on types of transfers which may be proposed).
- (A) Increase in administrative expenses or personal services limitation.

Thus, this column will include absorptions through transfers not yet authorized, and absorptions through increases in limitations.

Column 7. Total of columns 5 and 6.

Column 8. This column should equal the sum of columns 2, 3, and 4 minus column 7, and will represent the additional appropriation considered necessary as a result of the pay raises reported. In most cases this column should be blank. Amounts may be shown when:

- supplemental requests for 1973 for wage boards or for other pay raises (paragraphs 2c and 2d of this Bulletin) were transmitted with the 1974 Budget (the amount should be no greater than the amount of the request shown in the budget); and
- an agency has been given specific exception from the policy of complete absorption of these increased pay costs.

NOTE: Account titles from which transfers are proposed to be made as reported under columns 5 and 6 will be identified, either in footnotes or in a separate listing.

Exhibit 1  
Bulletin No. 73-4ANALYSIS OF 1973 INCREASED PAY COSTS  
(Executive Order 11691 unless otherwise identified)

## DEPARTMENT OF GOVERNMENT

| Organizational unit<br>and account title<br>(1) | Increase in direct<br>pay and other related<br>cost of this agency |                        | Amounts not<br>absorbed ad-<br>ministratively<br>to be paid to<br>other accounts<br>(4) | Net absorption                                      |   |              | Additional<br>appropria-<br>tion<br>required<br>(8) |
|---|--|------------------------|---|---|---|--------------|---|
|   | Direct<br>pay<br>(2)   | Related<br>cost<br>(3) |   | Possible<br>by admin-<br>istrative<br>action<br>(5) | Through<br>proposed<br>transfer<br>authority<br>(6) | Total<br>(7) |   |
| Office of Departmental Management:              |  |                        |   |   |   |              |   |
| Salaries and expenses .....                     | \$ 151,860   | \$ 12,231              | ...   | \$ 56,341 <sup>1/</sup>                             | \$ 107,750(T) <sup>2/</sup>                         | \$164,091    | \$ ...  |
| Wage board .....                                | 31,500   | 2,650                  | ...   | 34,150  | ...   | 34,150       | ...   |
| Bureau of Inspection:                           |  |                        |   |   |   |              |   |
| Salaries and expenses .....                     | 730,120  | 59,500                 | ...   | 789,620   | ...   | 789,620      | ...   |
| Allocations to:                                 |  |                        |   |   |   |              |   |
| Department of the Interior .                    | 17,000   | 1,360                  | ...   | 18,360  | ...   | 18,360       | ...   |
| Inspection Services .....                       | 160,000  | 13,000                 | ...   | 42,000  | 131,000(T) <sup>3/</sup>                            | 173,000      | ...   |
| Wage board <sup>4/</sup>                        | 20,000   | 1,720                  | ...   | 10,720  | ...   | 10,720       | 11,000  |
| Government Corporation:                         |  |                        |   |   |   |              |   |
| ABC revolving fund (Adm. action)                | 817,000  | 67,000                 | ...   | 684,000   | 200,000(A)  | 884,000      | ...   |
| Total, all pay increases                        | 7,108,500  | 592,250                | 65,000  | 4,485,500   | 3,248,250   | 7,733,750    | 32,000 <sup>4/</sup>                                |
| Executive Order 11691                           | (6,150,000)  | (512,750)              | (65,000)  | (3,725,500)   | (3,002,250)   | (6,727,750)  | ...   |
| Wage board .....                                | (161,500)  | (12,500)               | ...   | (76,000)  | (46,000)  | (122,000)    | (32,400) <sup>4/</sup>                              |
| Adm. action .....                               | (817,000)  | (67,000)               | ...   | (684,000)   | (200,000)   | (884,000)    | ...   |

Symbols used above: T -- Transfer authority required; A -- Increase in administrative expenses or personal services limitation required;

\*/ Wage board supplemental already requested.

<sup>1/</sup> Includes \$16,000 to be transferred from "S&E, Bureau of Safety";<sup>2/</sup> To be transferred from "Grants, Bureau of Planning."<sup>3/</sup> Includes \$37,000 to be transferred from "Research, Bureau of Safety";  
\$67,000 to be transferred from "Salaries and Expenses, Economic  
Development Assistance"; \$27,000 to be transferred from "S&E, Bureau  
of Safety."<sup>4/</sup> Consists of wage board supplementals already requested.Notes: a. Amounts in this schedule  
are in dollars.b. Actual size of this form is  
8 x 13 inches.

Exhibit 2  
Bulletin No. 73-4

**LISTING OF PROPOSED TRANSFERS AND INCREASES IN  
LIMITATIONS UNDER P.L. , TO PROVIDE FOR  
MEETING THE COSTS OF FISCAL YEAR 1973 PAY INCREASES**

**DEPARTMENT OF GOVERNMENT**

| <b><u>Transfers to:</u></b>               | <b><u>Amount</u></b> | <b><u>Transfers from:</u></b>                                    |
|---|----------------------|--|
| <b>Office of Departmental Management:</b> |                      |  |
| Salaries and expenses (3931210)           | \$107,750            | Grants, Bureau of Planning (3932190)                             |
| <b>Bureau of Inspection:</b>              |                      |  |
| Inspection Services (3931298)             | 37,000               | Research, Bureau of Safety (393/42040)                           |
|   | 67,000               | Salaries and Expenses, Economic Development Assistance (3931290) |
|   | 27,000               | Salaries and Expenses, Bureau of Safety (3932050)                |

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|                                  |                         |
|----------------------------------|-------------------------|
| <b>Total, proposed transfers</b> | <b><u>3,048,250</u></b> |
|----------------------------------|-------------------------|

| <b><u>Increases in limitations:</u></b> | <b><u>Amount</u></b> |
|---|----------------------|
|---|----------------------|

|   |         |
|---|---------|
| Government Corporation ABC revolving fund (39X4220) | 200,000 |
|---|---------|

**Notes:**

- Amounts in this listing are in dollars.
- Listing will be on regular 8 X 10-1/2 paper.
- Any variations from the transfers and increases in limitations proposed in the Analysis of Increased Pay Costs should be noted and fully explained.
- Public Law number, when known, will be inserted in the title of this listing.



9/6/72

STAT Per  this is not relevant  
to PPB. Thus, forget about the deadline  
cited in the Memo.

Cys sent to OGC  
and DDS for info.

TRANSMITTAL SLIP

TO:

ROOM NO.

BUILDING

REMARKS:

Not relevant  
to PPB - forgot  
deadline.

Send up to  
OGC } info  
DDI }

COM:

ROOM NO.

BUILDING

EXTENSION

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

BULLETIN NO. 73-3

September 1, 1972

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Impact of Federal domestic assistance programs on  
selected racial and ethnic groups

1. Purpose. This Bulletin provides instructions for the submission of information to help determine the availability and utilization of Federal domestic assistance programs by selected racial and ethnic population groups.

2. Policy and background. Systematic presentation and analysis of information on the racial and ethnic status of those affected by Federal domestic assistance programs will aid in policy and budget formulation and will serve to facilitate compliance with the equal opportunity requirements of Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1968, Executive Order 11063, and other applicable laws and regulations.

3. Reporting requirements. Agencies administering programs as defined in paragraph 1 of the Attachment will provide information in accordance with the instructions in the Attachment to the Program Coordination Division, Office of Management and Budget no later than October 4, 1972. The reporting requirement is limited to available program data, estimates for which a reasonably valid basis exists and a narrative statement. Following analysis of the agencies' submissions, revised instructions will be issued.

CASPAR W. WEINBERGER  
DIRECTOR

Attachment

ATTACHMENT  
Bulletin No. 73-3

INSTRUCTIONS FOR PROVIDING DATA

1. Programs covered by this Bulletin. All programs listed in the Catalog of Federal Domestic Assistance with fiscal year 1972 obligations in excess of \$40 million are covered by this Bulletin.

2. Information required. An original and two copies of the following information are required:

a. For each program for which individual beneficiaries (persons or families) can be identified, a basic schedule in accordance with paragraphs 3 and 4, and in the format of Exhibit 1.

b. For each program, a narrative statement in accordance with paragraph 5.

c. For each appropriation account, a reconciliation schedule in accordance with paragraph 6 and in the format of Exhibit 2.

3. Exhibit 1. A basic schedule, in the format of Exhibit 1, will be prepared for each program for which individual beneficiaries (persons or families) can be identified, reflecting actual obligations for fiscal years 1971 and 1972. Where data are available, indicate by each racial and ethnic group the number and percentage of those eligible for the program, applying for program benefits, beneficiaries of program benefits, and those adversely affected.

The information to be reported is limited to information presently available or which can readily be computed or estimated from agency records. Footnote estimates with "E" and nonavailability of data with "NA." No new data collection should be instituted to satisfy the requirements of this Bulletin.

4. Definitions.

a. Program classification. Programs will be classified as:

(1) "Direct Federal" or "Federal aid to State and local Governments" in accordance with the definitions given in Appendix B, Circular A-11, "Preparation and Submission of Annual Budget Estimates," and

2

(2) "public works" or "other than public works" in accordance with the definitions given in Circular A-11, Section 43.2.

b. Financial measure. The normal financial measure reported in Exhibit 1 should be the amount of obligations for the program. For those programs, e.g., public works, for which some other financial measure such as outlays may be more closely related to program activity, indicate the financial measure used.

c. Racial and ethnic categories. Information will be reported in accordance with the racial and ethnic categories shown in Exhibit 1. Indicate in footnotes the definitions employed for persons of Spanish or Asian descent.

d. Eligibles. Eligibles include persons or families meeting the program requirements for beneficiaries regardless of whether they were living in political jurisdictions in which the program was active during the reporting period. Where specific data are unavailable, the number of eligibles should be estimated from the population characteristics which most closely approximate requirements for participation in the program. (A combined estimate for several related programs may be used where it is not meaningful or possible to prepare separate estimates of eligibility.) However, estimates of eligibles should not be provided unless data on applicants and/or beneficiaries are available.

e. Applicants. Applicants include persons or families filing formal requests for participation in the program or are required to participate in order to be eligible under another Federal program during the reporting period.

f. Beneficiaries. Beneficiaries include persons or families receiving a direct advantage from a program in the form of services, income, consumer goods, or property. The concept of beneficiary extends to persons or families who may not be applicants, but who benefit directly from a program, e.g., families living in a Federal housing project. Persons, such as construction workers, benefiting from intermediate stages of a project should not be included as program beneficiaries. In addition, persons, such as employers participating in job training programs, receiving benefits incidental to the principal objective of a program are also excluded.

g. Those adversely affected. This includes persons or families negatively affected by Federal domestic assistance

programs, e.g., relocation from a project site. Relative disadvantages deriving solely from lack of or denial of participation in a program should not be reported.

5. Narrative statement. A concise narrative statement should be prepared for each program. This will include:

a. The title and number of the program as it appears in the Catalog of Federal Domestic Assistance,

b. A description of the delivery mechanism through which a program reaches local geographic areas and individual beneficiaries, an analysis of program impact on racial and ethnic groups, including the impact of programs in which the beneficiaries or those adversely affected cannot be defined in quantitative terms, a discussion of the effect program plans will have on participation by members of racial and ethnic groups in future years, a discussion of the distribution of the eligible racial and ethnic population in comparison with the distribution of program benefits, including identification of political units not now reached by the program, and

c. Comments concerning reliability of the data, definition of the program beneficiaries, explanation of data sources, and estimating procedures. For items of data that are not available, indicate the reasons for unavailability and what steps, if any, are contemplated to obtain such data in the future.

6. Reconciliation schedule. The Appropriation Reconciliation Schedule (Exhibit 2) will reflect obligations for all programs within the specific appropriation account, with obligations for each program covered by this Bulletin shown separately. The total of obligations for other programs should also be shown. The appropriation total less reimbursement, but including payments to other accounts, must agree with the total obligations shown on the program and financing schedule for the appropriation account.

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 .j  
 10  
 15  
 15  
 11  
 15

BASIC SCHEDULE

Department of Government

Bureau of \_\_\_\_\_

Program Title \_\_\_\_\_  
(Catalog of Federal Domestic Assistance)

Catalog I.D. Number \_\_\_\_\_

Appropriation or Fund  
Fund Account Title(s) \_\_\_\_\_  
Appropriation or Fund  
Account Number (Circ. No.  
A-11, Sec. 21.3) \_\_\_\_\_

Appropriate Financial Measure  
(In Millions of Dollars)  
FY 1971 \_\_\_\_\_ FY 1972 \_\_\_\_\_  
FY 1971 \_\_\_\_\_ FY 1972 \_\_\_\_\_

Program Classification(s) \_\_\_\_\_  
(Numbers in thousands of persons or families)

| Fiscal Year and Racial<br>or Ethnic Classification | Eligibles |         | Applicants |         | Beneficiaries |         | Those<br>Adversely Affected |         |
|--|-----------|---------|------------|---------|---------------|---------|-----------------------------|---------|
|  | Number    | Percent | Number     | Percent | Number        | Percent | Number                      | Percent |
| F.Y. 1972  |           |         |            |         |               |         |                             |         |
| Total  |           | 100     |            | 100     |               | 100     |                             | 100     |
| Negro/Black  |           |         |            |         |               |         |                             |         |
| Spanish American                                   |           |         |            |         |               |         |                             |         |
| Asian American                                     |           |         |            |         |               |         |                             |         |
| Indian   |           |         |            |         |               |         |                             |         |
| Other  |           |         |            |         |               |         |                             |         |
| F.Y. 1971  |           |         |            |         |               |         |                             |         |
| Total  |           | 100     |            | 100     |               | 100     |                             | 100     |
| Negro/Black  |           |         |            |         |               |         |                             |         |
| Spanish American                                   |           |         |            |         |               |         |                             |         |
| Asian American                                     |           |         |            |         |               |         |                             |         |
| Indian   |           |         |            |         |               |         |                             |         |
| Other  |           |         |            |         |               |         |                             |         |

APPROPRIATION RECONCILIATION SCHEDULE

Department of Government

Bureau of \_\_\_\_\_

Appropriation or Fund Account Title \_\_\_\_\_

Appropriation or Fund Account Number \_\_\_\_\_

Program

Obligations  
(In Millions of Dollars)

| 1971<br>Actual | 1972<br>Actual |
|----------------|----------------|
| _____          | _____          |
| _____          | _____          |
| _____          | _____          |
| _____          | _____          |
| =====          | =====          |

Program

Program

Subtotal

All other programs

Appropriation total



~~CONFIDENTIAL~~

PPB 72-1083

27 July 1972


MEMORANDUM FOR THE RECORD

SUBJECT: OMB Bulletin 73-2 -- Report on the Location of New  
Federal Offices and Other Facilities

At the direction of the Executive Director-Comptroller,  
I discussed Bulletin 73-2 with James Taylor, OMB, today and  
we arrived at the following understanding:

1. That the Central Intelligence Agency will only  
make a report under this Bulletin when we acquire, lease  
or construct a new facility under the terms of the  
Bulletin; and

2. That such reports as may be required by CIA  
will be made in classified form to the International  
Programs Division of OMB and not to the Department  
of Agriculture as specified in the Bulletin.

  
Acting Director of Planning,  
Programming, and Budgeting

Attachment  
Bull. 73-2

ELS/hg

Distribution:

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See MAR 141 7/27/77  
[Redacted Box] *WIRPB*

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

BULLETIN NO. 73-2

July 21, 1972

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Report on the location of new Federal offices  
and other facilities

1. Purpose. This Bulletin provides instructions for the submission of information that will be used to prepare a consolidated report to Congress on the location of all new Federal offices and other facilities acquired during fiscal year 1972.

2. Basis. This Bulletin has been prepared pursuant to Section 901(b) of the Agriculture Act of 1970 (P.L. 91-524), which:

a. Requires the heads of all executive departments and agencies to establish policies and procedures to assure that new Federal offices and other facilities are, insofar as practicable, located in areas or communities of lower population density in preference to areas or communities of higher population density.

b. Requests the President to submit a report to Congress, by September 1 of each year, reflecting efforts to carry out the provisions of the law during the preceding fiscal year.

3. Scope.

a. Agency coverage. This Bulletin is applicable to all executive departments and agencies which contract for permanent offices or other facilities through lease, purchase, or construction. This Bulletin covers only permanent offices or facilities in the United States (fifty States and the District of Columbia) acquired during fiscal year 1972.

b. Facilities. For the purpose of this report, a facility will be an "installation" as defined in the GSA Government-wide inventory instructions.

c. Acquisition date. For the purposes of this report, a facility will be viewed as "acquired" on the date that the contract for lease, purchase, or construction of the facility was signed.

d. Exclusions.

(1) Vacant site acquisitions for which no construction contracts have been signed will not be reported.

(2) Additions to or changes in existing facilities are to be excluded from this report if the mission performed at the facility is unchanged. Rehabilitations, renovations, alterations, or the addition of new structures to existing service activities will not be reported.

(3) Facilities which are acquired for activities of a temporary nature and which will be occupied or utilized less than one year are excluded from reporting.

(4) Facilities which are acquired to merely re-house activities of existing facilities or offices in the same area will not be reported.

4. Submission requirements.

a. Format. The report will be in two parts, and will include the following information:

(1) Part I will consist of a brief narrative statement, summarizing efforts during fiscal year 1972 by each executive department or agency to implement policies and procedures to carry out the provisions of P.L. 91-524, Section 901(b). Any pertinent internal directives or policy documents relating to this subject should also be submitted along with the summary narrative.

(2) Part II will follow the format of the Exhibit and will include the following information:

(a) Name of facility acquired.

(b) Location of facility. To be identified by the name of the State, county, and, if applicable, the city in which the facility is located. In addition, the appropriate nine digit location code found in the General Services Administration publication, Geographic Location Codes, should be entered.

(c) Usage. To be reported in accordance with the usage code and classification system described in the Federal Property Management Regulations, subsection 101-3.4901-1166(I), pages 11-13, (Amendment A-1, December 1964).

(d) Leased/owned status for each facility.  
The code "L" should be entered if the facility is leased; the code "FO" should be entered if the facility is federally owned.

(e) High/low population density classification.  
All locations must be classified as high or low population density areas according to the following criterion:

A location shall be classified as a low population density area if:

1. located in a county not within a Standard Metropolitan Statistical Area, or
2. located within a SMSA in a city which, along with its contiguous urban area, has a population of 35,000 inhabitants or less.

All other locations will be classified as high population density areas.

(f) Agency employment at the facility. The number of employees who use (or will use) and operate (or will operate) the new facility when it is fully staffed. When necessary, projections should be made and identified on the submission.

(g) Reasons for choosing the location of the facility. The Attachment contains a list of reasons why an executive department or agency might select a specific location for a new office or facility. If the decision was made on the basis of one or more of these criteria, one or more code numbers should be reported. If the decision was made for one or more reasons not included on the list, a very brief statement of the reason or reasons should be attached to the submission.

(h) Statutory/congressional requirement. If the particular facility was located in a specific location to satisfy a statutory or other formal congressional requirement, enter the code "Y" in the appropriate space; otherwise, enter the code "N." Furthermore, a citation of the requirement should be attached to the submission.

b. Due date. All executive departments and agencies which contract for permanent offices and other facilities through lease, purchase, or construction are required to submit a report for each of the newly contracted for

permanent offices to the Department of Agriculture by August 11, 1972. Departments and agencies which have not contracted for permanent facilities during fiscal year 1972 will submit a report to that effect.

5. Agency liaison for reports. Each department and agency should designate an individual to be responsible for the submission of reports required by this Bulletin, and to serve as liaison on the subject with the Department of Agriculture. As soon as possible the designated liaison should contact Mr. Tony M. Baldauf, Director, Plant and Operations, Department of Agriculture (447-3937 or code 111 ext. 3937).

6. Rescission. This Bulletin is canceled after submission of the F.Y. 1972 report.

CASPAR W. WEINBERGER  
DIRECTOR

Attachment

ATTACHMENT  
Bulletin No. 73-2LOCATION SELECTION CODES

| <u>Codes</u> | <u>Reasons for Selecting the Location</u>   |
|--------------|---|
| 01           | Existing Government-owned property which was unutilized or underutilized prior to the establishment of this facility.   |
| 02           | Proximity to client group.  |
| 03           | Existence of indispensable physical properties.   |
| 04           | Lower population density relative to other sites considered.  |
| 05           | Availability of specialized skills in the local work force.   |
| 06           | Need to collocate facility with facilities of other Federal agency or agencies to enhance interagency coordination.   |
| 07           | Need to collocate facility with facilities of State or local Government agencies to enhance intergovernmental coordination.   |
| 08           | Direct/indirect impact of locating the facility in an area on the improvement of social/economic conditions of that area.   |
| 09           | Availability of low and moderate income housing, parking facilities, transportation, etc., for employees that could not be substantially duplicated at alternative locations. |
| 10           | Other (see comments below).   |

Purpose of the annual report to Congress is to convey as precisely and concisely as possible what new Federal facilities have been acquired and why specific locations were selected. In some cases, there will be a single, unambiguous reason for selection of a location, but in other cases there may be many. In such cases, agencies will try to identify the two or, if necessary, three primary reasons for selecting the location and report them sequentially in descending order of importance, e.g., "07, 06, 09."

If an important reason for selecting the location is not included in the above list, the code "10" should be entered in the appropriate space (e.g., "07, 10, 09"); the reporting agency will then supplement the report in the format of Exhibit 1 with a simple listing of the reasons so identified, keyed to each individual facility.

[illegible]



CONFIDENTIAL NO. 731

10 July 72

- 1- OGC Library
- 1- DDS
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- 1- To each Group Chief

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

BULLETIN NO. 73-1

July 3, 1972

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Rate of obligation under the Continuing Resolution  
(Public Law 92-334)

1. Purpose. This Bulletin provides a statement of policy on the rate of obligation which agencies will maintain under the recently enacted Continuing Resolution. Its objective is to assure that each agency establish controls immediately to maintain its rate of operations during the effective period of the Continuing Resolution at the lowest possible level. This rate should be consistent with the Resolution, and should not frustrate potential congressional action on the regular appropriations that might provide a lesser amount.

2. Background. The Continuing Resolution is intended to provide funds to maintain Government operations at a minimum necessary for orderly continuation of activities until regular appropriations are enacted. Amounts temporarily appropriated for continuing projects or activities covered by the Continuing Resolution (in terms of specified rates for operations) are the maximum amounts which may be obligated during the period the Continuing Resolution is in effect.

In some instances, eventual congressional reductions in appropriation requests to a level below the appropriation enacted for the prior year could make the maximum operating rate authorized by the Continuing Resolution higher than the rate authorized (later) by the Congress in regular appropriation acts. Each agency must be alert to such a possibility and conduct its operations in such a manner as to permit the Congress to maintain its Constitutional prerogatives.

Responsible behavior on the part of each agency is essential to the maintenance of continued confidence and trust in the agency by the Congress. Because of a few specific instances last year this problem is currently of considerable concern to members of the appropriations committees. Thus, House Report 92-1173 on "Continuing Appropriations, 1973" admonishes the agencies to "avoid the obligation of funds

for specific budget line items ..., on which congressional committees may have expressed strong criticism, at rates which unduly impinge upon discretionary decisions otherwise available to the Congress."

3. Policy. Agencies will incur obligations under authority of the Continuing Resolution at the minimum rate necessary for the orderly continuation of existing activities, preserving to the maximum extent reasonably possible the flexibility of the Congress in arriving at final decisions in the regular appropriation bills. Particular attention should be given to probable congressional appropriation action which may ultimately result in a lower appropriation level than in fiscal year 1972. Accordingly, agency heads will establish controls to assure that their programs are operated in a prudent, conservative, and frugal manner.

Requests must be made to the Treasury Department for temporary appropriations warrants under the Continuing Resolution. These requests will reflect this policy.

Every effort should be made to identify projects or activities for which there is a possibility of reduced appropriations. In these instances especially, the agency must establish controls so that future congressional action is not preempted by a high (even though legal at the time) rate of obligation under the Continuing Resolution.

4. Agency instructions. Each agency head will issue (or update as appropriate) internal instructions to carry out the above policy. A copy of such instructions will be furnished to the Office of Management and Budget within one week of the date of this Bulletin.

CASPAR W. WEINBERGER  
DIRECTOR